

**Culture Division**

**The Anti-Racist Wales Culture, Heritage and Sport Fund 2024/25**

**Application Form - Capital Grant Funding**

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| **Project Title:** |
| **Short description of the project:** |
| **Lead organisation:** |
| **Other project partners (if applicable):** |
| **Main contact for the project:**  Name:  Address:  Email:  Telephone: |

**Before completing this section please review section 5-16 of the Supporting Guidance for Applicants document, which gives full details on how applicants will be assessed and scored.**

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| **Project outline (maximum 300 words or 300 words per activity if setting out prioritised, distinct, costed projects)** |
| *Please describe the aims of the project, what you are seeking to use the capital funding for and intended outcomes of the work. (Further detail can be provided in subsequent sections).* |
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| **Criteria 1: Anti-Racist Wales Action Plan Goals and Actions (300 words)** |
| *Please explain how your proposed project will deliver against the Anti-Racist Wales Action Plan (ARWAP). Please state clearly which goal and action(s) your project will deliver against.* |
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| **Criteria 2:** **Programme for Government Commitments (300 words)** |
| *Please explain how your proposed project will support delivery against the specific Programme for Government commitments outlined in the guidance document.* |
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**Criteria 3: Project Delivery and Cost**

1. **Project Delivery and Cost - Use the following table to detail key project milestones and plans for delivery.**

*Please state clearly when you will use the grant funding by (this must not exceed beyond 14 March 2025). You must also set out clearly how the capital assets purchased will support your project and contribute to achieving the goals and actions within the Anti-racist Wales Action Plan.*

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| **Milestone** | **Date achieved by** |
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1. **Project Delivery and Cost – Costs of Proposal (with evidence)**

*Please provide a detailed breakdown of the costs for your project using the table below. All costs should be exclusive of VAT unless you are unable to reclaim this element. If you are including VAT in any of the costs listed please make this clear in the item description.*

*Applicants should also provide an explanation about how the costs of the project are considered reasonable, taking into account the scope, scale and timescale of the proposal. This could include providing evidence demonstrating how the costs have been arrived at e.g.; evidence of quotation exercises, or intention to undertake quotation exercises, cost breakdowns of previous activities, industry comparisons or independent technical analysis.*

*Where possible please attach copies of written estimates from suppliers for all external costs(note evidence supplied in table).*

*You may include up to 10% of the total grant award to support project management (staff) costs related to the delivery of the capital project. Additionally, all staffing costs must be spent by 14 March 2025.*

**Proposals without evidence of costs or a clear rationale if evidence is not available, or which are otherwise incomplete, will be rejected.**

**2024/25 Financial Year**

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| **Item or Activity** | **Attached evidence or rationale and clear explanation of how the item or activity will deliver value for money.** | **Cost (£)** |
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| **Total Project Cost** |  |
| **Funding Contributions (if applicable)**  *Provide details of any service, partnership or external funding contributions that will be used to support project activity.* |  |
| **Total Grant Request (capital)** |  |
| **Are you able to reclaim VAT?** | Y/N |

**Payment Schedule**

*Payment of claims is subject to evidence being provided that satisfactory progress has been made against the key milestones of the project.*

*Based on your project timetable and milestones noted above, please provide an estimated timeline for making claims, up to 24 March 2025 and projected amount to be claimed.*

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| **Instalment number** | **Maximum amount of instalment** | **Earliest date for claim** | **Last date for claim** |
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3c: Please provide an overview of key risks and give an explanation of how these will be mitigated.

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| Risk number | Risk Description and Cause | Risk Owner | Impact (1-5 with 1 being very low and 5 being very high) | Likelihood (1-5 with 1 being very low and 5 being very high) | Risk rating (Impact score X Likelihood score) | Risk response and mitigation |
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| **Criteria 4: Community support/Co-design for your project (300 words)** |
| *Please explain how your proposal will be co-produced and/or how the project has the support of the people it intends to engage with.* |
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| **Criteria 5: Long-term Impact (300 words)** |
| *Please explain how your proposal will deliver long-term impact for Black, Asian and Minority Ethnic people in Wales* |
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**Criteria 6: How project activity will be measured and reported (300 words)**

*Please outline the expected outcomes of your project and provide details of how you will monitor how these are addressing the outputs and impacts of ARWAP. Please include up to 3 SMART indicators which measure the completion and success of the project including collecting data to enable assessment of performance against the wider ARWAP objectives. A SMART performance indicator will be Specific, Measurable, Achievable, Relevant and Time-bound*. *We encourage you to consider the outcomes for this grant which are set out in the grant application guidance under section 6.*

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| **Performance Indicator** | **Evaluation** |
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**7. Declaration and Understanding**

Please confirm that your organisation has the power to enter into and to perform the activities for which funding is being applied for.

☐ YES ☐ NO

Please confirm that no litigation or arbitration is current or pending or, so far as you are aware, threatened, which have or could have an adverse effect on your ability to perform the activities for which funding is being applied for?

☐ YES ☐ NO

Please confirm that you have disclosed to us all material facts or circumstances which need to be disclosed to enable us to obtain a true and correct view of your organisation (both current and prospective) or which ought to be provided to any person who is considering providing grant to you?

☐ YES ☐ NO

Please confirm that you have agreed the staffing estimates/resources required in order to deliver the actions required under the funding and that you are confident that they are realistic and achievable*.*

☐ YES ☐ NO

Please confirm that you consent to be involved with any Welsh Government evaluation of the programme.

☐ YES ☐ NO

If you have answered **NO** to any of the above, please give details below . This does not necessarily affect your chances of obtaining grant funding.

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**Please read this carefully before signing**

I am content for information supplied in this application, including the declaration and understanding to be shared in confidence with any individuals who may be involved in considering the case for application or who are involved in any part of the administration or evaluation of the scheme. This may include accountants, external evaluators and other organisations or groups involved in delivering the project.

I understand that if I give any information that is incorrect or incomplete, grant may be withheld or reclaimed and action taken against me. I declare that the information that I have given on this application form is correct and complete. I also declare that, except as otherwise stated on this form, I have not started the project which forms the basis of this application and no expenditure has been committed or defrayed on it.

I understand that any offer may be publicised by means of a press release giving brief details of the project and amount of grant award.

I understand theDepartment may use data collected to investigate cases of alleged fraudulent use.

I understand that applications must be signed by an authorised signatory. I confirm that I am authorised to sign this application.

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| Signed |  |
| Date |  |
| Name (*block capitals)* |  |
| Position in organisation |  |
| Telephone |  |
| Email |  |